G. R. S. 59]

P16

GENERAL AND REVENUE SECRETARIAT.

1912—13

(G m)

File No. 40 — 12

Serial Nos. Nole

Papers Filed.

Month December 1912

SUBJECT.

Re. initialling the attendance Registers by officials of G. R. S.

PREVIOUS REFERENCES.	LATER REFERENCES.

H. Srinivasa Murti
12-12-13.

G.R.S. 11]

30/12

1911

GENERAL AND REVENUE SECRETARIAT.

(Genl. Br.)

NOTES.

File No. 40 of 1912-13

File No. 30

FILE HEADING.

Re initialling in attendance Registers
Addenda and Corrigenda to the office Manual.
by Officers of G. R. S.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

GPB—15.000—24-4-09.

G.R.S. 13]

(2

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Registrar's orders on the personal file of M Narasinga Rao S/Sri M.

Is it against rules that each member of the Establishment as he comes up to initial against his name in the Attendance Regr? This would prevent this difficulty. Please note on this aspect of the case.

(Sd) J.d.R.
20.9.11.

Rule 27 of the Office Manual states that the Attendance Register should be kept by every Superintendent, and there is no specific

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—30,000—23-2-11

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

It is submitted that instr "(iii)" given on page 127 does not prohibit initialling in the Attendance Regr. It only gives a discretionary power. The words used are "need not".

NS.
28/9

in the manual provision (about initialling in the Attendance Regr by clerks.

The practice of initialling prevailed in the pre-Manual period, and the present practice of marking "P" by the Supts. ~~seems to have been~~ is in vogue since the re-organisation of the Sectt.

Submitted.

NS. 28/9/11
25/9/11.

If the Supdt marks unwittingly a person present as absent, how is that person to know. Is it a Roll Call or an Order: then the P's & A's would have some meaning. Those who conform with the manual (each member of the Sectt) initials against his name as he comes the book being kept on the Supt's table & in his custody. One call of this character will suffice the

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GPB—30,000—23-2-11

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(4

Responsibility for marking his attendance upon the person concerned & the absence upon initials on a particular day will stop him from bringing forward such defence as the Naturalisation Act. Mall should be indicate Coleman's attention to rule on the part of the M. Concerned.

There is therefore no harm in permitting Offs to initial against their names instead of the present P.O.A. system which makes him go a school than that your office.

Yes - Return a memo please

Mr 19/10/11

Sec 15.10.11

Draft Ref.

15/10/11

K Scott 16/10/11

28/4

P.T.O.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—23-2-11

G.R.S. 13]

(5

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please put up a clean draft of memo
MM for Dr
17.10.11

(X) subject to approval.

MS
17/10.

Subd with two drafts one memo, and the (X) addenda and corrigenda thereto - ~~and addendum~~ to the Office Manual in the light of the memo: proposed to be issued.

MS MM
17.10.11 17/10/11

Please return draft

L
17/10

containing the report of Mr
with no about the
action of the Secty. in which
said there is a mistake
occurring in the Attendance Regr by
which will be put right when found.
A check is being made for it.

MM
18/10

(fair)
Revised drafts submitted

MS-135
18.10.11.

MM
18/10/11

Secy)

L
18/10

it is since learnt

The file referred to above has been
taken by the Clerk in charge of Retr.
work for subn to Retr. Secy - 1306

Dewan

16.5.12
1600

CPS
13/5/12

SM
18/5/12

N. B—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

2 Nov

MM
11/11/12

MS
3/11

MM
4/11

GPB—30,000—23-2-11

G. R. S. 12]
General and Revenue Secretariat.

G/M File No. 40 of 1912-13

(6)

(D)

Serial No.

Subd.

The circular approved by the Dewan will issue

Orders are solicited whether the draft, regarding the consequent alterations in the Official Office Manual may be printed and issued as Agenda & Corrigenda slips to the Office Manual. The draft has not been approved & hence issued for favour of orders

MG-63
12/11/12 12-11-12

Submitted for orders. The office memo appears to be sufficient. Further time and materials attached to each branch most of whom are illiterate

19.11.12

Secy. I agree

20/11

23-11-12

To Br V for issue of Circular memo

25/11/12 25/11/12

NOTE—Contn. sheet.

GPB—5000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

Jun F(P) 40 of 1912-13

~~Gen~~ File No. ~~3~~ 40 of 1912-13.

Serial No.	
2	Office memo No. C.2966 of 3.12.12 — Direct that every offl borne on the estabt of the G.R.S. should initial against his name in the Attendance Regr which will be kept in the personal custody of the Supt under lock & key.
	Submitted to the Hon'ble Mr. Hare regarding the Memorial of the Peons.
	Submitted to the Govt Dr for kindly distributing the circular copies & Hand return of the file.
	Mg 5/12
	5/12/12
	To
	Br I Mg. 6/12 — Translation Sec'r 6.12.12
	II Hon. 6/12/12 — Typing Section 6/12
	III — Council Sec'r 6/12.
	IV — Cashier 6.12.12
	V — Given to the Store clerk
	VI — personally by Reg'r.
	VII — Head
	G. D Clerk Head 6/12
	Govt Records Head 6/12
	Ver: Records 6/12
	Asst Report Sec'r
	Returned to Cashier after Circulation
	Head 6/12

NOTE—Contn. sheet.

GPB—50,000—12-8-10

G.R. S. 12]
General and Revenue Secretariat.

for File No. 40 of 1913

Serial No.

The order contained in the Office Memo will take effect from 1st January 13 wherein it is ordered also that the Supdts or Heads of Branches will please continue to mark for the Annuals in the Registers.

This may now be filed.

Supdt.

9.12.12

Yes

9.12.12

NOTE—Contn. sheet

GPB—50,000—25-2-07

Revised draft

(9)

Memo. ~~C. 2944/Q. No. 8042~~
~~F. 3-12-12~~

Every official borne on the Establishment of the General and Revenue Secretariat, shall ~~in future~~ initial against his name in the Attendance Register in proof of his having ~~attended the office in time~~. He shall in addition ~~attendance~~ ~~in office~~, mark ~~ing~~ the time of coming to office whenever he attends late; the Register ~~will be being~~ kept in the personal custody of the Superintendent under lock & key so that no person will have access to it unless with the knowledge of the Supdt Concerned

~~W~~ offg. Secy.

~~W~~ 18/10/11

K8-135
18.10.11.

18/10/11

To Branches concerned
V/ the list attached for the address.

24 Weeks
Stock
24/11/12

No issue is needed ~~as~~ it merely an office memo. Send the copies without issue nos to the Gen. Dept for distribution as usual.

(10

Government of His Highness the Maharaja of Mysore,

General and Revenue Secretariat,

Dated Bangalore, 3rd ~~November~~ December 1912.

M E M O. ~~No. G. 2966/G.R. 30/12-2~~.

Every official borne on the Establishment of the General and Revenue Secretariat, shall initial against his name in the Attendance Register in proof of his having attended office in time. He shall in addition, mark the time of coming in to office whenever he attends late. The Register will be kept in the personal custody of the Superintendent under lock and key, so that no person will have access to it unless with the knowledge of the Superintendent concerned.

" By Order "

for Offg: Secretary to Government.

A.V.

The above memo shall ~~have~~ take effect from 1st Jan 1913.
The Supts or Hd Srs of Branches will please continue to mark for the Casuals in the Registers.

Registrar

Revised draft.

G.R.S. 26]

File No.

Serial No.

(12)

Diary No. of letter replied to Drafts

No.

General and Revenue Secretariat

( )

, the *19*

Addenda and Corrigenda to the office Manual.

Flag N.-

Page 7. AA 27.

Date of issue

Signed by

Insert the following as a note under AA 27.

"Every official borne on the Establishment of the General and Revenue Secretariat, shall initial against his name in the Attendance Register in proof of his hours attendance at the office this Morning & the Fine. He shall mark the time whenever he attends late, the Register

over.

SUBJECT.

(14

will be ~~be~~ kept in the personal custody of the Superintendent.

Page 127. Branch Attendance Register. X

Instruction No (iii)

Omit the words "which ..... clerks", and put a full stop after "Register."

Page 128. Instruction No (v)

Omit ~~For~~ "P – Present punctually" and insert ~~substitute~~ the following as a note.

"When clerks attend in time, they should initial against their names, and when also late, add the hour of coming to the office ~~also~~ in addition."

List of enclosures,

~~The~~ Offg. Secy.

Copied by

Examined by

K.S-135.
18.10.11

18/10/11

18/10/11

GPB—20,000—25-9-10

(15

Government of His Highness the Maharaja of Mysore,

General and Revenue Secretariat,

Dated Bangalore November 1912.

M E M O.

Every official borne on the Establishment f the General and Revenue Secretariat, shall initial against his name in the Attendance Register in proof f his having attended office in time. He shall in addition, mark the time of coming in t office whenever he attends late. The Register will be kept in the personal custody f the Superintendent under lock and key, so that no person will have access to it unless with the knowledge of the Superintendent concerned.

""By Order "

Bhamasancen/ar

for Offg: Secretary to Government.

M.S

A.V.

The above memo will take effect from the 1st January 1913. The Supdts or Heads of Branches will please continue to mark for the memos in the Registers.

Registrar